



EPA, Region 6

Guidance for Charging to Hurricane Harvey

FEMA Response

**Office of the Regional Comptroller
and
Regional Emergency Operations Center**

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Tracking your time through direct costs enables the agency to efficiently and accurately report to Congress, OMB, the general public and other major stakeholders Hurricane Harvey expenditures. Accurate overall tracking is required and is essential to being financially reimbursed by FEMA. This guidance will detail the process for attaining and tracking appropriate Regional costs.

MA4332DRTX2 (8/25/17 thru 9/30/17) 16/17 BR 06L0X12 303DC6 H001

- Activate EPA NRCC to support FEMA response operations

MA4332DRTX3 (8/29/17 thru 9/30/17) 16/17 BR 06L0X13 303DC6 H001

- Requested EST-10 assistance to the State of Texas in support of assessment and response operations to actual or threatened hazardous materials and oil releases/discharge. Incl. fixed facilities and orphaned containers.

A unique Organization code (ORG) is established for each FEMA Mission Assignment (MA) received to track the location and type of work performed. Also, a unique ORG has been established to track the cost of work done to support the response which is not chargeable to a FEMA MA.

- PPL charging accounts will be established for all employees being deployed to REOC or in the field based on their deployment date in the Personnel Resource Log (formally known as Asset Tracker).
- Regional office personnel not deployed may charge to the MA as long as they are directly supporting the activities being performed under the MA in the field. **Appropriate MA and non-MA PPL account(s) can be requested by the employee's supervisor to the R6HARVEYFSC@epa.gov in-box. The email should include a brief description of the work the employee is performing and the estimated number of overtime hours needed per pay period.** The appropriate PPL account(s) will then be setup, an overtime request prepared by 6SF and pay cap waiver submitted to Human Resources.

1. Charging/Tracking Work Performed Not Under FEMA MAs

All significant costs for work related to the Hurricane Harvey response which cannot be charged to FEMA must be tracked using a unique ORG Code in the account code structure (i.e. 06L0HVY, 06K0HVY, 06M0HVY, etc.) In addition, "H001" must be included in the Site/Project field of the account number for all Hurricane Harvey non-MA related charges.

Non-Reimbursable Accounts
<ul style="list-style-type: none"> Employees normally funded with EPM or STAG, should charge your regular fixed account number with the added “HVY” in the ORG field and “H001” in the Site/Proj field for their salary. General meetings and other activities on Hurricane Harvey that do not directly support those in the field <p><u>Salary:</u> People Plus codes will be established for you based on your existing Fixed Account Number (FAN) and will contain “HVY” in the ORG field and “H001” in the Site/Proj field.</p>

2. Charging for Work Performed Under FEMA MAs

Reimbursable (MA) Accounts
<ul style="list-style-type: none"> Deployed to the REOC Deployed to the Field Performing programmatic Harvey support from your work station that directly supports those in the field (i.e. Water, Air, Solid Waste, SF contracts Project Officer and Contracting Officer, Lab analysis staff, Mission Assignment processing, People Plus, etc) <p><u>Salary:</u></p> <ul style="list-style-type: none"> Employees normally funded from Trust Funds (Superfund, Oil Spills or LUST) will charge their time to the Mission Assignment account. Employees normally funded with EPM, should charge your regular fixed account number with the added “HVY” in the ORG field and “H001” in the Site/Proj field. These tracking codes will be added to your People Plus favorites. Employees funded with EPM and Trust Funds should appropriately split their time between EPM and the Mission Assignment account. <p><u>Overtime:</u></p> <ul style="list-style-type: none"> All overtime hours will be charged to the Mission Assignment accounting string regardless of the appropriation(s) your salary is normally paid from.

Overtime & Holiday Premium Hours Worked on Response

Personnel working directly on Hurricane Harvey will charge **ALL** overtime hours (regular & irregular) and holiday premium hours (employees NOT on standby duty) to the following PPL+ Account Code:

16/17 BR 06L0X13 303DC6 H001

The first 8 hours of work on a holiday are charged to holiday premium pay, and any additional hours are recorded as overtime in PPL+. For example, if you worked 12 hours on Labor Day you would charge 8 hours holiday premium, and 4 hours of overtime.

Employees with a 100% Trust Fund FAN (Superfund, Oil, LUST)

Personnel working on Hurricane Harvey who have a 100% Trust fund FAN will charge **ALL** Regular & Overtime hours to the Mission Assignment under the following PPL+ Account Code:

16/17 BR 06L0X13 303DC6 H001

Employees with a 100% Non-Superfund FAN (EPM Money and S&T)

Personnel working on Hurricane Harvey must charge their all their regular hours according to their specific FAN breakdown with the “HVY” code added to their home organization. For example:

A Water employee with a 100% EPM FAN would charge their **REGULAR** time in PPL+ as follows for a complete 80 PP worked on the Harvey Response. If their FAN was:

17/18 B 06K 501E44 25%

17/18 B 06K 201B53 75%

Their PPL+ would be:

17/18 B 06K0HVY 501E44 H001 20.00 hours (25%)

17/18 B 06K0HVY 201B54 H001 60.00 hours (75%)

Employees with a Split FAN – Partial Trust-fund and Partial EPM or S&T

Personnel working on Hurricane Harvey who have a split FAN must charge the **Trust fund** portion of their regular to the Mission Assignment directly and charge their **non-Trust fund** portion of their FAN to the “HVY” org code by their specific FAN percentage and PRC.

For example, this is the FAN of a Water division employee 60/40 EPM/Superfund split. If their FAN was:

17 T 06K 303DD2 40%

17/18 B 06K 202BD4 60%

Their PPL+ for a normal 80 pay period would be as follows:

16/17 BR 06L0X13 303DC6 H001 32.00 hours (40%)

17/18 B 06K0HVY 202BD4 H001 48.00 hours (60%)

3. Pay Entitlement Summary

The purpose of this section is to serve as a general summary of pay entitlements. Because these pay entitlements are case specific, please verify your specific scenario using the Agency's pocket guide (<http://intranet.epa.gov/policy/payleave/pocketguide/guide.pdf>).

Night Pay Differential: In short, the entitlement exists if you are on a fixed schedule (not DFS) and are directed to work between 6pm-6am. The supervisor must assign you to work these hours in a prior administrative workweek, otherwise the entitlement does not exist. The entitlement is 10% of your basic pay.

Holiday Premium Pay: If you are required to work on a holiday, you are entitled to a minimum of 2 hours of holiday premium pay and a maximum of 8 hours of holiday premium pay. Holiday premium pay is equal to your rate of basic pay. Employees who are required to work on a holiday receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work. (See 5 U.S.C. 5546(b)).

Sunday Premium Pay: You are entitled to 25 percent of your rate of basic pay for non-overtime work performed during a regularly scheduled basic 8-hour tour of duty that begins or ends on a Sunday. This means that your regular, non-overtime tour of duty includes Sunday (which is uncommon).

4. Requesting Overtime

The Region 6 Superfund Division (6SF) will handle all overtime requests for EPA Region 6 personnel assigned to work on the response. The Region 6 Regional Emergency Operations Center (REOC) will send the names of all Region 6 employees being deployed to the REOC, field or authorized to charge from their desk to the 6SF OT preparer (**R6 employees not deployed and needing overtime authorization forms, can request them thru the R6HarveyFSC@epa.gov in-box with their estimated number of hours, Pay Period dates, and brief summary of work being done**). 6SF will prepare the overtime requests and route them for approval. Once the overtime is approved, 6SF will distribute the approved overtime authorization form to the appropriate employees. The Monday after a pay period ends, employees will send to their supervisors a signed electronic certification of their actual hours worked. Time supervisors will approve overtime for their staff.

Non-Region 6 personnel assigned to work on the response must follow their regional approval process for overtime requests.

All overtime needs to be approved prior to the work being performed. Copies of the employee's sign in/out sheets can be provided to the supervisor and/or employee upon request. An electronic signed copy (i.e., PDF file) of the approved overtime form with actual hours worked should be emailed to the Region 6 REOC-Finance email box: R6HarveyFSC@epa.gov.

5. Travel

Region 6 staff travel will be handled through the employees normal routing process. Once an employee has been requested thru the 213RR process, the employee will be notified via email from the Region 6 REOC with a mobilization package. A Travel Authorization (TA) will be prepared in Concur using the Mission Assignment accounting string of **16/17 BR 06L0X13 303DC6 H001**. Reservations are to be made as advised in the employee's mobilization guidance (**careful attention should be made as to whether lodging will be in trailers or a hotel**).

Non-Region 6 staff travel will be handled by their regional office once the mobilization package is received by the employee. The Mission Assignment accounting string of **16/17 BR 06L0X13 303DC6 H001** will be used on the non-region 6 employee's TA.

Employees should remember to: monitor TAs and vouchers to ensure tickets are issued timely; scan and submit required receipts to avoid delays in payments to the travel card; **and stamp their vouchers "signed" within 5 business days after the end of their travel.**

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